

United States Department of Agriculture



Natural Resources Conservation Service
655 Parfet Street, Room E200C
Lakewood, Colorado 80215

VIA ELECTRONIC MAIL

COLORADO BULLETIN NO.: CO-250-07-03

Date: October 4, 2006

SUBJECT: FNM – Colorado Out of State Travel

TO: All Colorado Natural Resources Conservation Service
(NRCS) Employees

PURPOSE: State Conservationist Approval for Out of State Travel

EXPIRATION DATE: September 30, 2007

File Code: 250-8

All out of state travel (with the exception of officially assigned training classes) must be approved by the State Conservationist. Requests by employees require the approval of their immediate supervisor, the Area Conservationist and the State Conservationist prior to the travel. The attached form must be filled out with the appropriate information, signatures and date.

Randy Randall (for)

ALLEN GREEN
State Conservationist

Attachment

Interdisciplinary Review: _____SEC/SAO _____CO

DRAFT:NRCS:SEC/SAO:SGREEN:sjg:10/02/06

FINAL:NRCS:SEC/SAO:SGREEN:sjg:10/04/06

**AUTHORIZATION FOR
OUT OF STATE TRAVEL**

DATE OF REQUEST:		
NAME:		
DUTY STATION:		
TRAVEL DATE:		
TRAVEL TO:		
PURPOSE OF TRAVEL:		
ESTIMATED COST: (plane, lodging, per diem, etc)		
SUPERVISOR SIGNATURE:		DATE:
AREA CONSERVATIONIST SIGNATURE:		DATE:
STATE CONSERVATIONIST SIGNATURE:		DATE: